

P_V1 Student Support Policy and Procedure

- 1.1 Milestones International College (MIC) is committed to providing continuous support to all its students so that they can adjust to study and life in Australia, to achieve their learning goals and to achieve satisfactory academic progress towards meeting the learning outcomes of the course.
- 1.2 For this purpose, MIC determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in Training Package. This policy ensures that all students have access to support services for individual academic or non-academic issues during the entire period of enrolment at Milestones International College.

2.0 Policy Statement

- 2.1 MIC supports the international student in adjusting to study and life in Australia by giving the international student information on or access to an age and culturally appropriate orientation program that provides information about:
support services available to assist international students to help them adjust to study and life in Australia;
 - English language and study assistance programs;
 - any relevant legal services d. emergency and health services;
 - facilities and resources
 - complaints and appeals processes as outlined in Standard 10 of the National Code 2018 (Complaints and appeals)
 - requirements for course attendance and progress, as appropriate
 - the support services available to assist students with general or personal circumstances that are adversely affecting their education in Australia
 - services students can access for information on their employment rights and conditions, and how to resolve workplace issues, such as through the Fair Work Ombudsman.
- 2.2 MIC gives relevant information or provides referrals as appropriate to international students who request assistance in relation to the services and programs set out in Standard 6.1 of the National Code 2018, at no additional cost to the international student.
- 2.3 MIC offers reasonable support to students to enable them to achieve expected learning outcomes regardless of the student's place of study or the mode of study of the course, at no additional cost to the student.
- 2.4 MIC facilitates access to learning support services consistent with the requirements of the course, mode of study and the learning needs of student cohorts.
- 2.5 MIC designates a member or members of its staff to be the official point of contact for International students. The student contact officer or officers have access to up-to-date details of MIC's support services.

- 2.6 MIC has sufficient student support personnel to meet the needs of the International Students enrolled with MIC.
- 2.7 MIC ensures its staff members who interact directly with international students are aware of MIC's obligations under the ESOS framework and the potential implications for international students arising from the exercise of these obligations.
- 2.8 MIC has and implements a documented policy and process for managing critical incidents that could affect the international student's ability to undertake or complete a course, such as but not limited to incidents that may cause physical or psychological harm. MIC maintains a written record of any critical incident and remedial action taken by the college for at least two years after the international student ceases to be an accepted student.
- 2.9 MIC will provide the opportunity for students to participate in services or provide access to services designed to assist students in meeting course requirements, maintaining their attendance and successfully completing their course of study.
- 2.10 The College designated member of staff to be the official point of contact for students is the Administration Manager. The role of the Administration Manager is to direct a student to the appropriate person within the College in the event a student requires support.
- 2.11 The College will provide the opportunity for students to access course-related support services to assist with issues that may arise during their study. If the College refers the student to external support services the cost of these services is to be paid by the student.
- 2.12 The Student Contact Officer will present a written report on support activities provided, and opportunities identified for improvement, at each meeting of the College Continuous Improvement Group.
- 2.13 MIC:
1. takes all reasonable steps to provide a safe environment on campus and advise international students and staff on actions they can take to enhance their personal security and safety.
 2. provides information to international students about how to seek assistance for and report an incident that significantly impacts on their wellbeing, including critical incidents
 3. provide international students with or refer them to (including electronically) general information on safety and awareness relevant to life in Australia.
- 2.14 MIC
1. employs or contracts a person or persons with formal qualifications in counselling and/or relevant experience who is able to advise and provide counselling to students in an intercultural context about:
 - academic and future progress advice

- welfare matters
2. ensure that the counselling services are available and accessible by students at suitable times.

3.0 Scope

- 3.1 This policy applies to:
 - Students enrolled at Windsor
 - Marketing, Admissions, Academic, Student Services and Administrative staff.
- 3.2 All staff is made aware of the requirements of this policy through staff induction, regular meetings, staff updates and continuous improvement practices. Students are made aware of this policy through Student Prospectus, the College's website, Student Handbook, during the enrolment and orientation processes.

4.0 Procedure

- 4.1 Designated Student Contact Officers
- 4.2 MIC has nominated 'Student Support Officers / Student Contact Officers' who are primarily the first point of contact. These officers are responsible for establishing the needs of students, arranging relevant services in order to assist with student issues and are available on campus at all times during standard operation hours.
- 4.3 Students can contact the Student Support Officers / Student Contact Officers directly or via reception and an appointment will be organised as soon as practical.
- 4.4 At present the role and responsibility of the 'Student Support Officers / Student Contact Officers' are maintained by following:

Staff member name	Position Title	Support Role
Sarah Espiritu	Student Services Manager	Providing counselling services
Jemma Lawless	Student Support Officer	Point of contact for referrals, literacy support

This information is also made available to students at the time of orientation and in the Student Handbook

5.0 Student Support Services

- 5.1 The following support services are available and accessible for all students studying at MIC for free at all times. When a student contacts any member of student support team, an initial consultation is made to explore the issue. Then based on the nature of issue, the student support team organises referral to relevant professional services.

Note: All referrals organised by MIC are at no cost to the student. However, student may be charged a service fee by the external service provider. This amount is payable by student directly to the service provider.

6.0 Principles of access and equity

- 6.1 MIC is committed to providing and promoting non-discriminatory, inclusive practices and processes to provide equal opportunities for all students to achieve their learning

outcomes and strives to ensure that its decision-making processes reflect a commitment to access and equity and treats all students or prospective students fairly. Access and Equity means ensuring that people with differing needs and abilities have the same opportunities to successfully gain skills, knowledge and experience through education and training irrespective of their age, disability, colour, race, gender, religion, sexuality, family responsibilities, or location.

- 6.2 MIC uses the same recruitment and enrolment processes for all applicants have been designed to be free from discrimination. Students who advise of their disability and/or learning difficulty after the enrolment will be issued a revised Offer of Enrolment and Enrolment Acceptance Agreement to accommodate any areas of reasonable adjustment that have been agreed to for the student.
- 6.3 If a Student with disability and/or learning difficulty cannot cope even after agreed reasonable adjustment, an alternative course will be offered. Windsor training and assessment resources are designed to be flexible and to be able to make reasonable adjustments if required. MIC will ensure that language, literacy and numeracy requirements are consistent with the vocational level of the qualification being considered or offered.
- 6.4 MIC provides support services for students with a recognised disability and/or learning difficulty including:
- 6.5 Windsor provides support services for students with a recognised disability and/or learning difficulty including:
 - learning support;
 - alternative assessment methods;
 - extra time to complete a course or assessment;
 - learning support for basic literacy or numeracy difficulties
- 6.6 People from all social and cultural backgrounds will be equally treated and due respect will be given to people from Culturally and Linguistically Diverse background, people with disability and mature age students.
- 6.7 The Student Services Manager is responsible for ensuring campus buildings, rooms, toilets and resources comply with relevant building requirements including access for people with disabilities. All staff is required to assist anyone needing help to access training materials, files, equipment, or other items that may be inaccessible to students.
- 6.8 Individuals who consider they have been treated unfairly are encouraged to use MIC's Complaints and Appeals Policy and Procedure. Windsor supports the rights of students with a disability to training and assessment and will protect them wherever possible from discrimination, harassment or victimisation on the basis of their disability.

7.0 Reasonable adjustment

- 7.1 Reasonable adjustment will be provided for student with special learning needs (such as a disability or learning difficulty) according to the nature of the learning need. Students may negotiate to customise assessment tasks to meet their individual needs in relation to interests, learning style, literacy, disability or cultural background.
- 7.2 Reasonable adjustments are made to ensure that the participant is not presented with artificial barriers to demonstrating achievement in the program of study. Reasonable

adjustments may include the use of adaptive technology, educational support, and alternative methods of assessment such as oral assessment.

- 7.3 A student seeking a reasonable adjustment in an assessment must discuss their requirements with the trainer/assessor prior to the start of the component of study or at the earliest possible time once the class has commenced. Students may be requested to provide documentation to support their request for reasonable adjustment.
- 7.4 If reasonable adjustment to an assessment task is made, a record of the reasonable adjustment will be documented and a copy kept in the student file. The original integrity of the assessment must be maintained.

8.0 Academic issues

- 8.1 Where a student needs assistance with academic issues or where a student is identified to be at risk of not complete the course within the expected duration, the student support officer (s) will organise a meeting with the student in presence of Student Services Manager.
- 8.2 During this meeting an academic plan will be worked out to provide extra support to the student so that he/she can complete the course within the expected duration of the course.
- 8.3 If a result of the meeting, there are any variations indicated in student enrolment or study load, appropriate notes will be recorded in student files and PRISMS will be updated if applicable.
- 8.4 All students regardless of their academic progress are able to gain advice and support at any time from the student support team in order to maintain satisfactory academic levels at all times

9.0 Personal / Social issues

- 9.1 There are many issues that may affect students' social or personal lives. Students have access to the student Support officers through normal College hours to gain advice and guidance on personal issues, accommodation issues, or family / friend issues. Where the Student Support Officer feels further support should be gained, a referral to an appropriate support service will be organised at no cost to the student.
- 9.2 In circumstances requiring personal counselling and where there is no qualified counsellor employed as a staff, the Director of Studies will be responsible for making a referral to a suitable outside agency for the student at no charge to the student. The Director of Studies will ensure that the student is well supported during the process, liaise with the external agency if appropriate and follow up with the student as often as necessary. Recommended agencies are listed below.

Counselling Referral Agencies:

Lifeworks Relationship Counselling & Education Services

Level 4/255 Bourke St, Melbourne, Vic, 3000

Ph: 1300 543 396 Website: www.lifeworks.com.au

Study Melbourne Student Centre (SMSC)

Phone: 1800 056 449 (free call from landline phones)

E-mail: studymelbourne@ecodev.vic.gov.au

Drop-in to the office: 599

Little Bourke Street, Melbourne 3000

10.0 Accommodation

10.1 The student support team is able to refer students to appropriate accommodation services and is always available to discuss any issues or concerns a student may have with their accommodation arrangements. All students are encouraged to have accommodation organised prior to arrival in Australia.

Referral Services Available	Name & Location	Contact Phone
Hotel	Holiday Inn 575 Flinders Ln, Melbourne VIC 3000	03 9629 4111
Hostel	Melbourne Metro YHA 78 Howard St, North Melbourne VIC 3051	(03) 9329 8599
Real Estate (Rental)	Ray White Unit 1/43 Little Bourke ST, Melbourne VIC 3000	03 – 8488 7870
	Harcourts Melbourne Real Estate 107/517 Flinders Ln, Melbourne VIC 3000	03 9664 - 8100

11.0 Emergency and Health Services

11.1 An up to date list of medical professionals is always available at the MIC reception. Any student with medical concerns should inform the student support officer who will assist them in finding an appropriate medical professional. Students are advised to dial “000” in the event of an emergency.

St Vincent Hospital Melbourne

41 Victoria Parade

Fitzroy VIC 3065

T: 03 9231 2211

F: 03 9231 3399

Royal Melbourne Hospital

300 Grattan Street (corner of Royal Pde)

Parkville, Victoria, 3050

T: 03 9342 7000

F: 03 9342 7802

Doctor –GP

CBD Medical Clinic
Ground Floor 20 McKillop Street
MELBOURNE, 3000

03-9600 2929

Dentist

Dr. Greg J Barton
03-96545105

12.0 Specialised hotlines

- Lifeline

For crisis support, suicide prevention and mental health support services across (Australia wide) Phone: 131 114

- beyond blue

For people with depression, anxiety and other emotional issues Phone: 1300 224 636

- Kids Help Line

Support for ages 5-25 (free call) Phone: 1800 551 800

13.0 Legal Services

- 13.1 MIC is able to provide some advice and guidance on a limited range of situations. Where the Student Support Officer finds it appropriate for students to gain professional legal advice, they will refer students to an appropriate legal professional.

Referral Services Available	Name & Location	Contact Phone
Free legal advice	Victorian Legal Aid 350 Queen St. Melbourne 3000	03-92690234
	Springvale Legal Service	03-9545 7400
Lawyer	Lewis Holdway 20 Queen St Melbourne 3000	03-96299629

14.0 Social Programs

- 14.1 Apart from the Student Orientation Program, the Student Support Officer will occasionally organise social events that allow all students enrolled with the Windsor to mingle and socialise. These events may range from cultural and sightseeing events, to dinners, excursions and sporting events. Students are welcome to forward any suggestions to MIC's Student Support Team.

15.0 Student Orientation Program

- 15.1 All students are required to attend an orientation program at the beginning of their studies. This orientation program is managed by the Student Support Officers and includes following:
- 15.2 A presentation on services and facilities available followed by a tour of the MIC facilities identifying classrooms, student areas, student administration area, key personnel and any other relevant areas within MIC such as toilets, fire exits, and restricted areas.
- 15.3 All students are given a copy of the 'Student Handbook'. This document includes information about but not limited to the following:
 - Student support services available to MIC students
 - Transfer between providers
 - Course Progress Monitoring
 - Facilities and resources
 - Australian Education System
 - Student visa conditions
 - Public Transport
 - Shopping /Banking
 - Entertainment/Recreation
 - Climate, Police and Government services
 - Emergency and Health Services (including information about private insurance) and detailed information on accommodation
 - Complaints and Appeals process
 - Fees and refund policy o Plagiarism
 - Critical incident policy
 - Accommodation & Cost of living
 - ESOS framework
 - Sexual harassment policy
 - Deferral, suspension and cancellation of enrolment
 - MIC Staff contact details
 - Legal Services
 - Emergency and Medical Services

This policy and procedure supports 'Standard 6' of the ESOS National Code 2018, and 'Standard 1.7' of the Standards for Registered Training Organisations (RTOs) 2015.
